

# Foreign Affairs Manual



## Volume 15 – Overseas Buildings Operations

Change Transmittal: OBO-33

Date: October 11, 2013

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**15 FAM 110  
GENERAL AUTHORITIES AND  
RESPONSIBILITIES  
15 FAM 120  
GENERAL DEFINITIONS  
15 FAM 130  
ALLOCATION OF NONRESIDENTIAL  
SPACE  
15 FAM 140  
REAL PROPERTY REPORTING  
REQUIREMENTS  
15 FAM 150  
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15 FAM 160  
FUNDING RESPONSIBILITIES OF  
AGENCIES OCCUPYING U.S.  
GOVERNMENT-HELD PROPERTY**

### Changes

1. This Change Transmittal issues the following revisions to 15 FAM 110:
  - **15 FAM 112.4-1, Organization:** OBO principals include the

Director; three deputy directors and four managing directors with assigned responsibilities; and

- **15 FAM 113.2, Chief of Mission/Principal Officer (COM/PO):** The COM addresses several elements of the real property program in the annual Chief of Mission Statement of Assurance on Management Controls, including housing, residential and motor vehicle safety, RPA data reporting, building-code compliance requirements, facility condition surveys, annual inspection reports, and inventories.
2. This Change Transmittal issues the following revisions to 15 FAM 120:
    - **15 FAM 121, General Definitions Applicable to This Volume:** There are new definitions for "capital lease (CL)," "nonresidential space," and "operating lease (OL)."
  3. This Change Transmittal issues the following revisions to 15 FAM 130:
    - **15 FAM 131, General:** The post chief of mission/principal officer (COM/PO) allocates all U.S. Government-owned and leased nonresidential space to best serve the overall interests of the U.S. Government; and
    - **15 FAM 132, Surplus Nonresidential Space:** Each agency's principal representative must advise the chief of mission/principal officer (COM/PO) and the single real property manager (SRPM) when U.S. Government-held nonresidential space is no longer required for that agency's needs.
  4. This Change Transmittal issues the following revisions to 15 FAM 140:
    - **15 FAM 141.2, Facility Maintenance Reporting:** The Computerized Maintenance Management System (CMMS) module is the standard automated system that supports post requirements for planning, managing, and accomplishing facility maintenance on U.S. Government-owned (GO) properties, except for USAID property;
    - **15 FAM 144, USAID Certification and Other Additional Reports:** In addition to the real property inventory data that the post must submit to OBO, USAID must submit an annual report and certification of real property holdings to the Overseas Management Division, Office of Management Services, Bureau for Management, USAID/Washington (USAID/W - M/MS/OMD); and
    - **15 FAM Exhibit 142, Required Real Property Records:** These records include leases, property acquisition documents, and real property disposal documents.
  5. This Change Transmittal issues the following revisions to 15 FAM 150:
    - **15 FAM 151, Reasons for Inspections:** Post officials inspect U.S. Government-owned/capital lease (GO/CL) properties at least annually.

This inspection results in the Annual Inspection Summary (AIS) that is sent in the Computerized Maintenance Management System (CMMS) module to OBO no later than January 31st of each calendar year. This policy does **not** apply to U.S. Agency for International Development (USAID) properties.

6. This Change Transmittal issues the following revisions to 15 FAM 160:
  - **15 FAM 161.2, U.S. Government-Owned/Capital Lease (GO/CL) Space:** Lease costs for capital lease (CL) nonresidential and residential space are fully funded at the start of the lease by the Bureau of Overseas Buildings Operations (OBO) regardless of the occupying agency, except for certain USAID properties. BOE costs for Department of State occupied facilities are only paid from Diplomatic and Consular Program (D&CP) funding;
  - **15 FAM 162.2, Operating Lease (OL) Space:** Justification and accounting documentation should be maintained in the post's lease file and make-ready expenditures should be reported to the funding entity;
  - **15 FAM 163, Residences Occupied by Tandem Couples:** OBO will fund lease costs, and BOE costs will be paid with D&CP funding;
  - **15 FAM 165.3, Residential, Operating Lease (OL) Properties:** When residential security upgrades are not available at no cost, post must identify the costs of residential security upgrades installed by the landlord/owner and state them in the lease as a separately defined line item along with the one-time cost charged to the U.S. Government; and
  - **15 FAM 167.5, Specific Services Rendered/Beneficial Rates:** Charges should be quantified in a manner that is reasonably related to the amount of goods or services provided, such as by gallon, age, or wattage.
7. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
8. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
9. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks

can be directed to A/GIS/DIR, Office of Directives Management.

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 15 FAM 110 (CT:OBO-25; 02-03-2012) and insert new subchapter 15 FAM 110 (CT:OBO-33; 10-11-2013).
2. Remove and discard old subchapter 15 FAM 120 (CT:OBO-23; 01-13-2012) and insert new subchapter 15 FAM 120 (CT:OBO-33; 10-11-2013).
3. Remove and discard old subchapter 15 FAM 130 (CT:OBO-23; 01-13-2012) and insert new subchapter 15 FAM 130 (CT:OBO-33; 10-11-2013).
4. Remove and discard old subchapter 15 FAM 140 (CT:OBO-23; 01-13-2012) and insert new subchapter 15 FAM 140 (CT:OBO-33; 10-11-2013).
5. Remove and discard old subchapter 15 FAM 150 (CT:OBO-23; 01-13-2012) and insert new subchapter 15 FAM 150 (CT:OBO-33; 10-11-2013).
6. Remove and discard old subchapter 15 FAM 160 (CT:OBO-26; 02-28-2012) and insert new subchapter 15 FAM 160 (CT:OBO-33; 10-11-2013).
7. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-33, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.